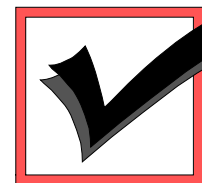


# BALLOT ACCESS CHECKLIST

## FOR 2016 PARTISAN COUNTY CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for county office in order for the candidate's name to be placed on the ballot for the August 9, 2016 Partisan Primary and November 8, 2016 General Election.

The filing officer for partisan county candidates is the county clerk, except in Milwaukee County where the filing officer is the Milwaukee County Board of Election Commissioners. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- ☐ **Complete and submit a Campaign Registration Statement (Form ETHCF-1)** to the filing officer no later than **5:00 p.m., on Wednesday, June 1, 2016.**
  - *New candidates* should file a campaign registration statement as soon as intent to seek elective office is known and before funds are collected or spent. Wis. Stat. §§ 11.05(2g), 11.10(1).
  - *Continuing candidates* should file an amended campaign registration statement indicating the office sought and the new primary and election dates.
  - **All** candidates should file a campaign registration statement or amended statement **before** circulating nomination papers. A current form must be filed with the filing officer by June 1, 2016, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.15(4)(b), 8.30(2).
- ☐ **Circulate and obtain sufficient nomination paper signatures** on form GAB-168, and submit them to the filing officer no later than **5:00 p.m., on Wednesday, June 1, 2016.** Nomination papers may not be circulated before April 15, 2016. Only original nomination papers will be accepted (no photocopies, faxes or emailed documents). Signatures must be received by the filing officer no later than 5 p.m. on Wednesday, June 1, 2016 or the candidate's name will not be placed on the ballot. Wis. Stat. § 8.15(1), Wis. Admin. Code GAB 6.04(2).

### The number of signatures required are as follows:

|   |     |   |       |
|---|-----|---|-------|
| In counties with population over 100,000    | 500 | - | 1,000 |
| In counties with population 100,000 or less | 200 | - | 400   |

- ☐ **Complete and submit a Declaration of Candidacy (Form GAB-162)** to the filing officer no later than **5:00 p.m., on Wednesday, June 1, 2016.** This form must be filed by June 1, 2016, or the candidate's name will not be placed on the ballot. If the GAB-162 is faxed or emailed, the original document must follow, postmarked no later than June 1, 2016. Wis. Stat. §§ 8.15(4)(b), 8.21, 8.30(4), Wis. Admin. Code GAB 6.04.

### **IMPORTANT NOTE REGARDING STATEMENTS OF ECONOMIC INTERESTS:**

A county may enact an ordinance establishing a code of ethics for public officials that may require a candidate for county office to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m), (3)(b). Please contact the filing officer to learn if this requirement applies to you.